

APPENDIX A

COMPREHENSIVE PROCUREMENT GUIDELINES AND RECOVERED MATERIAL ADVISORY NOTICES

EPA's currently effective Comprehensive Procurement Guideline (CPG) was published in the 1 May 1995 Federal Register (effective date, 1 May 1996) and is codified in 40 CFR Part 247. EPA also published a clarification of the 1995 Floor Tile, Structural Fiberboard and Laminated Paperboard recommendations in the 12 November 96 Federal Register; see discussion at top of page A-4.

Fact sheets and other technical support are available from EPA on the World Wide Web at <http://www.epa.gov/epaoswer/non-hw/procure.htm>
For Federal Register notices see
http://www.access.gpo.gov/su_docs/aces/aces140.html

Executive Orders and other information can be found on the Web in the public DENIX site: <http://denix.cecer.army.mil/denix/Public/Library/P2-Manager/toc.html>

The current CPG includes 24 products organized into seven categories:

Paper and Paper Products

1. All paper and paper products, excluding building and construction paper grades

Vehicular Products

2. Lubricating oils containing re-refined oil, including engine lubricating oils, hydraulic fluids, and gear oils, but excluding marine and aviation oils
3. Tires, excluding airplane tires
4. Reclaimed engine coolants, excluding coolants used in nonvehicular applications.

Construction Products

5. Building insulation products, including:
 - Loose-fill insulation, including but not limited to cellulose fiber, mineral fibers (fiberglass and rock wool), vermiculite, and perlite
 - Blanket and batt insulation, including (but not limited to) mineral fibers (fiberglass and rock wool)
 - Board (sheathing, roof decking, wall panel) insulation, including but not limited to structural fiberboard and laminated paperboard products, perlite composite board, polyurethane, polyisocyanurate, polystyrene, phenolics, and composites
 - Spray-in-place insulation, including (but not limited to) foam-in-place polyurethane and polyisocyanurate, and spray-on cellulose

6. Structural fiberboard products for applications other than building insulation, including building board, sheathing, shingle backer, sound deadening board, roof insulating board, insulating wallboard, acoustical and nonacoustical ceiling tile, acoustical and nonacoustical lay-in panels, floor underlayments, and roof overlay (coverboard)
7. Laminated paperboard products for applications other than building insulation, including building board, sheathing, shingle backer, sound deadening board, roof insulating board, insulating wallboard, acoustical and nonacoustical ceiling tile, acoustical and nonacoustical lay-in panels, floor underlayments, and roof overlay (coverboard)
8. Cement and concrete, including concrete products such as pipe and block, containing fly ash
9. Cement and concrete, including concrete products, such as pipe and block, containing ground-granulated blast furnace (GGBF) slag
10. Carpet made of polyester fiber for use in low- and medium-wear applications
11. Floor tiles containing recovered rubber or plastic
12. Patio blocks containing recovered rubber or plastic

Transportation Products

13. Traffic barricades used in controlling or restricting vehicular traffic
14. Traffic cones used in controlling or restricting vehicular traffic

Park and Recreation Products

15. Playground surfaces containing recovered rubber or plastic
16. Running tracks containing recovered rubber or plastic

Landscaping Products

17. Hydraulic mulch products containing recovered paper or recovered wood used for hydroseeding and as an over-spray for straw mulch in landscaping, erosion control, and soil reclamation
18. Compost made from yard trimmings, leaves, and/or grass clippings for use in landscaping, seeding of grass or other plants on roadsides and embankments, as a nutritious mulch under trees and shrubs, and in erosion control and soil reclamation.

Nonpaper Office Products

19. Office recycling containers
20. Office waste receptacles
21. Plastic desktop accessories
22. Toner cartridges
23. Binders
24. Plastic trash bags

ITEMS PROPOSED BY EPA FOR ADDITION TO CPG

(12 Nov 96 Federal Register)

Construction Products

- Shower and restroom dividers
- Latex paint

Transportation Products

- Parking stops
- Delineators
- Flexible delineators
- Channelizers

Park and Recreation Products

- Snow fencing

Landscaping Products

- Garden and soaker hoses
- Lawn and garden edging

Non-Paper Office Products

- Printer ribbons
- Ink jet cartridges (NOTE: EPA subsequently published a notice in 14 Apr 97 Federal Register tentatively deciding not to include inkjet cartridges in next CPG)
- Plastic envelopes

Miscellaneous Products

- Pallets

RECOVERED MATERIAL ADVISORY NOTICE (RMAN)

While the CPG lists the specific items that must be purchased with recycled content, the RMAN contains EPA's recommendations for how to comply with the requirements of RCRA Section 6002 and the recommended minimum content standards for each designated item. The EPA recommended content levels are **mandatory for AF purchasers**, unless an exemption applies.

EPA clarified their 1995 RMAN for floor tile, structural fiberboard and laminated paperboard items in the Nov. 12, 1996 Federal Register, summarized as follows:

- Designation of a CPG category does not mean EPA requires procuring agencies to purchase all items in that category with recycled materials, or to favor one type of product over another. It does mean that when purchasing designated items made of a material that EPA has determined to be available with recycled content, then EPA's content recommendations apply.
- Example from the Federal Register: When purchasing lay-in ceiling tile, EPA does not require the purchase of tiles made with cellulosic fiberboard. Purchasers can specify tiles made from mineral fibers instead. But if the tiles to be purchased are made of cellulosic fiber, then follow EPA's recommended content levels for structural fiberboard products.

The current RMAN content requirements are summarized in the following tables.

Recovered Materials Content Levels for Papers and Paper Products

Item	Notes	Recovered Content (%)	Post-consumer Content (%)
Printing & Writing Papers			
Cotton fiber	High-quality papers for stationery, invitations, currency, ledgers, maps and other specialty items	20	20
Text and cover	Premium papers used for cover stock, books, and stationery and matching envelopes	20	20

Item	Notes	Recovered Content (%)	Post-consumer Content (%)
Printing & Writing Papers (cont'd)			
Papeteries	Invitations & greeting cards	20	20
Offset	Book publishing, commercial printing, direct mail, technical documents, manuals	20	20
Reprographic	Business papers such as bond, electrostatic, copy, mimeo, duplicator and reproduction	20	20
Forms bond	Bond papers for business forms such as continuous, cash register, sales book, unit sets, and computer printout, excluding carbonless	20	20
Tablet	Office paper such as note pads and notebooks	20	20
Envelope	Wove	20	20
	Kraft, white and colored (including manila)	10-20	10-20
	Kraft, unbleached Excludes custom envelopes	10	10
Supercalendered	Groundwood paper used for advertising and mail order inserts, catalogs, and some magazines	10	10
Machine finished groundwood	Groundwood paper used in magazines and catalogs	10	10

Item	Notes	Recovered Content (%)	Post-consumer Content (%)
Printing & Writing Papers (cont'd)			
Check safety	Used in manufacture of government and commercial checks	10	10
Carbonless	Used in production of multiple impact copy forms	20	20
Coated	Used for annual reports, posters, brochures and magazines. Have gloss, dull, or matte finishes	10	10
File folders	Manila or kraft	20	20
Dyed filing products	Used for multicolored hanging folders	20-50	20
Index and card stock	Used for index cards, postcards	50	20
Pressboard	High-strength paperboard used in binders and report covers	50	20
Tags and tickets	Used for toll and lottery tickets, licenses, and identification and tabulating cards	20-50	20
Newsprint			
Newsprint	Groundwood paper used in newspapers	20-100	20-85
Commercial Sanitary Tissue Products			
Bathroom tissue	Used in rolls or sheets	20-100	20-60

Item	Notes	Recovered Content (%)	Post-consumer Content (%)
Commercial Sanitary Tissue Products (cont'd)			
Paper towels	Used in rolls or sheets	40-100	40-60
Paper napkins	Used in food service applications	30-100	30-60
Facial tissue	Used for personal care	10-100	10-15
General-purpose industrial wipers	Used in cleaning and wiping applications	40-100	40
Paperboard and Packaging Products			
Corrugated containers <300 psi 300 psi	Used for packaging and shipping a variety of goods	25-50 25-30	25-50 25-30
Solid fiber boxes	Used for specialty packaging needs such as dynamite packaging and army ration boxes	40	40
Folding cartons	Used to package foods, household products, cosmetics, pharmaceuticals, detergent, and hardware	100	40-80
Industrial paperboard	Used to create tubes, cores, cans, and drums	100	45-100
Miscellaneous	Includes "chipboard" pad backings, book covers, covered binders, mailing tubes, game boards, and puzzles	90-100	75-100
Padded mailers	Made from kraft paper that is usually brown but can be bleached white	5-15	5-15

Item	Notes	Recovered Content (%)	Post-consumer Content (%)
Paperboard and Packaging Products (cont'd)			
Carrierboard	A type of folding carton designed for multi-pack beverage cartons	10-100	10-15
Brown papers	Used for bags and wrapping paper	5-40	5-20
Misc. Paper Products			
Tray liners	Used to line food service trays	100	50-75

Notes for Paper Product Tables:

(1) The total required recovered content is given in the third column. Of the total recovered content, the portion which should be post-consumer waste is given in the fourth column.

(2) When buying paper, consider not only the recycled content, but the **recyclability** of the paper after you use it. Consider fiber content and the use of inks and dyes.

(3) Measure recovered and postconsumer content as a percentage of the weight of all **fiber** in the paper, not as a percentage of the total weight of the sheet. Total weight includes fillers, dyes and water.

Recycled-Content Actions for Vehicular Products

Re-Refined Oil (Also refer to May 1995 RMAN text for a list of EPA-recommended specifications for purchasing engine lubricating oils, hydraulic fluids, gear oils)	Purchase products containing 25 percent or more re-refined oil base stock for lubricating oils, hydraulic fluids, and gear oils
Retread Tires (excluding airplane tires) (See full text of RMAN for recommended specifications for tire retread services and for procurement of retreaded tires)	Purchase retread tires or tire retreading services to the maximum extent feasible. Require vendors to be certified under the GSA Federal Tire Program's Quality Assurance Facility Inspection Program (QAFIP).
Engine Coolants	Reclaim engine coolants on site or contract for offsite reclamation services. Also request reclaimed engine coolant when having vehicles serviced at commercial service centers or buy it when making direct purchases.

Construction Products

Recovered Materials Content Levels for Building Insulation

Item	Recovered Materials % by Weight
Rock wool	Slag 75%
Fiberglass (EPA recommends using ASTM standard specification D 5359)	Glass cullet 20-25%
Cellulose loose-fill and spray-on	Postconsumer paper 75%
Perlite composite board	Postconsumer paper 23%
Plastic rigid foam Polyisocyanurate/polyurethane: rigid foam	Recovered material 9%
Foam-in-place	Recovered material 5%
Glass fiber reinforced	Recovered material 6%
Phenolic rigid foam	Recovered material 5%

**Recovered Materials Content Levels for
Structural Fiberboard and Laminated Paperboard**

Product	Postconsumer Recovered Paper (%)	Total Recovered Materials Content (% by Weight)
Structural fiberboards		80–100
Laminated paperboards	100	100

Notes: According to EPA’s “1996 Buy-Recycled Series: Construction Products” factsheet, common fiberboard and laminated paperboard products include building board; insulating formboard; insulation board; sheathing; shingle backer; sound-deadening board; roof insulating board; insulating wallboard; acoustical and non-acoustical lay in panels; floor underlayments; and roof overlay (coverboard).

EPA recommendations for specifications:

- (1) Use ASTM Standard Specification C 208 and ANSI/AHA specification A194.1. When purchasing structural fiberboard products containing recovered paper, reference the technical requirements of ASTM C 208, “Insulating Board (Cellulosic Fiber), Structural and Decorative”.
- (2) Permit structural fiberboard products made from recovered paper where appropriate.
- (3) Permit products such as floor underlayment and roof overlay containing recovered paper.

Recovered Materials Content Levels for Floor Tiles and Patio Blocks

Product	Material	Postconsumer Materials (%)	Total Recovered Materials (%)
Patio blocks	Rubber or rubber blends	90–100	90–100
	Plastic or plastic blends		
Floor tiles (heavy duty/commercial use, e.g. where grease, tar, snow, ice, moisture or similar substances are likely to be present)	Rubber	90–100	90–100
	Plastic		

Recovered Materials Content Levels for Carpet

Product	Resin	Postconsumer Materials (%)
Polyester carpet face fiber	PET	25–100

Specifications for Cement-and Concrete-Containing Recovered Materials

Due to variations in strength requirements, costs and construction practices, EPA has not established recovered materials content levels for cement or concrete containing coal fly ash or ground granulated blast furnace (GGBF) slag. Instead, refer to the specifications listed in the following table. Per EPA's "1996 Buy-Recycled Series: Construction Products" factsheet, the level of coal fly ash in concrete typically ranges from 15-35% of total cementitious material, but may reach 70% in massive walls, girders, road bases and dams; while the level of GGBF slag usually ranges from 25% to 50%.

Cement Specifications	Concrete Specifications
ASTM C 595, "Standard Specification for Blended Hydraulic Cements"	ASTM C 618, "Standard Specification for Fly Ash and Raw or Calcined Natural Pozzolan for Use as a Mineral Admixture in Portland Cement and Concrete"
ASTM C 150 "Standard Specification for Portland Cement"	ASTM C 311, "Standard Methods of Sampling and Testing Fly Ash and Natural Pozzolans for Use as a Mineral Admixture in Portland Cement"
AASHTO M 240 "Blended Hydraulic Cements"	ASTM C 989, "Ground Granulated Blast Furnace Slag for Use in Concrete and Mortars"
	AASHTO M 302, "Ground-Granulated Blast Furnace Slag for Use in Concrete and Mortars"
	American Concrete Institute Standard Practice ACI226R1, "Ground-Granulated Blast Furnace Slag as a Cementitious Constituent in Concrete"

Transportation Products

Recovered Materials Content Levels for Traffic Cones and Traffic Barricades

Product	Material	Postconsumer Materials (%)	Total Recovered Materials (%)
Traffic cones	PVC, LDPE, crumb rubber		50–100
Traffic barricades (Type I and II only)	HDPE, LDPE, PET, steel Fiberglass	80–100	100 100

Park and Recreation Products

Recovered Materials Content Levels for Playground Surfaces and Running Tracks

Product	Material	Postconsumer Recovered Materials % (Dry Weight of Raw Materials)
Playground surfaces	Rubber or plastic	90–100
Running tracks	Rubber or plastic	90–100

Landscaping Products

Recovered Materials Content Levels for Hydraulic Mulch and Compost Products

Hydraulic Mulch Products	Recovered Materials (%)
Paper-based hydraulic mulch	Postconsumer recovered paper 100%
Wood-based hydraulic mulch	Recovered wood and/or paper 100%
Yard Trimmings Compost	Purchase or use compost made from yard trimmings, leaves and/or grass clippings for landscaping, seeding of roadsides and embankments, mulching, erosion control and soil reclamation. Implement in-house composting if you have adequate green waste volume and space.

Nonpaper Office Products
Recovered Materials Content Levels

Product	Recovered Materials (%)
Office recycling containers and office waste receptacles	Plastic: 20–100% postconsumer recovered materials Paper: Refer to the paper products recommendations Steel: 25–100% total recovered materials
Plastic desktop accessories	Polystyrene: 25–80%
Plastic-covered binders	Plastic covering: 25–50% recovered plastic
Chipboard, paperboard, or pressboard binders or binder components	Refer to the paper products recommendations
Plastic trash bags	10–100% postconsumer recovered plastic
Toner cartridges	Procure remanufacturing services for expended cartridges and, when such services are unavailable or not practicable, obtain remanufactured toner cartridges or new toner cartridges made with recovered materials.

Note from EPA “1996 Buy-Recycled Series: Non-Paper Office Products” factsheet:

EPA’s recommendations do not preclude procuring agencies from purchasing nonpaper office products manufactured using other materials, such as wood or cloth. EPA simply recommends that procuring agencies, when purchasing nonpaper office products designated in the procurement guidelines, purchase these products containing recovered materials.

APPENDIX B

SPECIFICATION CONSIDERATIONS

The Environmental Protection Agency (EPA) recommends that Federal agencies review and revise their product specifications with a view to eliminating unnecessary stringency as well as requirements which bear no relation to function in order to allow for the use of recovered materials. Specifications that bear no relation to function should be revised according to the agency's established specifications review procedures. EPA further recommends that, in reviewing an existing specification's provisions pertaining to function, Federal agencies refer to existing voluntary standards and research by organizations such as the American Society for Testing and Materials (ASTM), the American Association of State Highway and Transportation Officials (AASHTO), the Technical Association of the Pulp and Paper Industry (TAPPI), and the American Institute of Paper Chemistry. Federal agencies that reference Commercial Item Descriptions (CIDs) or appropriate industry standards should continue to reference them when purchasing designated items. However, agencies should review or modify CIDs and industry standards, as appropriate, to be certain that the use of recovered materials is allowed.

Under the Resource Conservation and Recovery Act, Section 6002, Federal agencies need not revise specifications to allow or require the use of recovered materials if it can be determined that for technical reasons, for a particular end use, a product containing such materials will not meet reasonable performance standards. EPA recommends that Federal agencies document such determinations and that the determination be based on technical performance information (including any product testing) pertaining to a specific item or application. EPA further recommends that Federal agencies reference such documentation in the contract files for subsequent procurements of the specific item. In most cases, for the items designated in the Comprehensive Procurement Guide, EPA has recovered materials content levels for specific types or grades of items or for certain applications.

EPA intent is not to preclude Federal agencies from procuring other types or grades of items, or from using recovered materials content items for other applications. On the contrary, if a new type or grade of a designated item containing recovered materials becomes available, or if a Federal agency discovers a new application for which recovered materials content is appropriate, EPA encourages the agency to revise its specifications or develop new specifications to allow the use of recovered materials in that type or grade of item or that specific application.

"Boilerplate" specifications may be developed and inserted into contracts for Guideline Items. The McChord AFB Affirmative Procurement Plan contains sections titled "Preference Program" for each guideline category. Language in these sections describes the base's expectations for vendors supplying these products. This

language could easily be used to develop boilerplate specifications. Contact PRO-ACT for a copy of McChord's plan.

A variety of factors need to be considered during the evaluation of product requirements and the development of specification and bid language. The factors are:

- Durability
- Repairability/Reusability
- Recyclability
- Recycled-Content
- Solid Waste and Toxicity Production
- Packaging
- Labor Costs/Issues
- Resource Use
- Disposal/End-of-Life Issues.

The list of questions provided below should be considered during the specification development process to evaluate the above factors.

Durability

- What is the warranted life of the product? The readiness of a vendor to offer and/or extend a warranty at a competitive price is an indication of the durability of the equipment. Consider incorporating a call for an extended warranty or guaranteed buy-back (if appropriate) in the bid. The more durable the product, the more a company will likely pay to buy it back.
- What is the estimated true expected life of the product? Obtain information from manufacturers, independent evaluators, and users, especially maintenance staff.
- Are there generally accepted national standards that outline quality and durability requirements? The American National Standards Institute (ANSI) and its member groups publish standards on a wide variety of products. ASTM, which is one of the ANSI member groups, has standards for testing methods and design and performance specifications for a wide variety of products, including paint, road and paving materials, paper, roofing, wood, packaging, rubber, soap, textiles, adhesives, plastics, leather, food service equipment, business imaging products, tires, and food.
- What are the maintenance costs over the expected life of the product?

Repairability/Reusability

- Can the product be shared, borrowed, or rented? If the answer is yes, then repairability and durability are implied.
- Can a used or remanufactured product be substituted for the new product requested?

- Can the product be reused or is it disposable (e.g., rechargeable batteries versus single-use)?
- Is the product or packaging returnable or refillable (e.g. refillable pens)? Is it available in some other form that is reusable, returnable, or refillable?
- Can the product be reconditioned or remanufactured to extend its life? An example is extending the life of heavy equipment air filters by sending them to a company that cleans and dries filters clogged by dust and dirt. Each filter can then be reused up to three times, resulting in cost savings and reduction in the waste stream.
- Can the item be easily updated or upgraded by replacing or adding a part (e.g., purchasing computers that can be upgraded by adding chips or hard drives, or exchanging memory boards)?
- Can guaranteed availability of replacement parts be specified?

Recyclability

- Is the product recyclable within your organization's systems?
- Is the product easily identifiable as recyclable? Are its recycled contents identified in writing?
- Is the product one for which a ready recycling market exists?
- Can the used recycled product be sold for a price that will offset the increased price, if any, of the recycled product?
- Does the durability/strength of the product match its intended use? Is the product to be kept only a short time or must it be durable enough to be retained for a long period of time?

Recycled-Content

- What is the recycled content of the product?
- Can the recycled content be specified in writing?
- Does a machine that uses paper (dot matrix or laser printer, copier, fax) operate on the recycled paper that is typically available to the user?

Solid Waste and Toxicity Production

- Does the product produce toxic waste during its life cycle?
- What is the toxicity at the end of the product's life? Must the product be disposed as hazardous waste? If the answer is yes, try to find another product.

Packaging

- Can the product's packaging be reduced or eliminated?
- Is the product available in a concentrated form that will reduce volume and, consequently, packaging?
- Can the product be packaged in a larger container for large volume users?
- If polystyrene "peanuts" are used to package the product, are there alternatives?

- Can packaging be altered to eliminate artwork, adhesives, or use of colored or white package lining?
- Can the packaging be returned to the vendor? Is the cost of return paid?
- Can the product's nonrecyclable packaging, if used, be substituted with recyclable packaging?

Labor Costs/Issues

- When comparing two products (e.g., single-use versus reusable), will the cost of your operation's labor increase or decrease? You should consider the cost of the labor required for the full range of activities associated with the job including ordering, inventory control, installation, maintenance, and discarding.

Resource Use

- What is the relative cost of electricity, gas, or water used to support the product (e.g., some computer equipment includes, in addition to the purchase price and one year of maintenance, the cost of electricity/cooling for one year)?

Disposal/End-of-Life Issues

- Can the product be traded at the end of its intended life for a newer version?
- Is it likely that the product can be "handed down" or transferred to another agency?
- Can components of the product be salvaged for parts to repair or maintain like items?
- Is there any scrap value to the product or components of the product?
- What is the cost of disposal?

Other Issues

- Does the manufacturer have a pollution prevention program in place? Suppliers of the Department of Defense are required to have such programs in place.

APPENDIX C

SAMPLE AFFIRMATIVE PROCUREMENT FORM AND LETTERS

The Recovered Materials Determination Form on the following page was adapted from an example in the Federal Environmental Executive (FEE) plan, “Affirmative Procurement Program Guidance for Contents and Organization.” It may be modified to meet the specific needs of individual installations.

A sample policy and education letter to IMPAC card holders follows. It was adapted from a letter prepared by McChord AFB and may also be tailored to meet individual requirements.

A sample letter to Supply customers is included. It was also prepared by McChord AFB and was used to inform customers when Supply began preferentially stocking recycled-content materials.

Recovered Materials Determination Form

Instructions

This form is to be completed by the procurement originator where the items or deliverables subject to _____ AFB's Affirmative Procurement Program for Recovered Materials are being procured from outside vendors. This form is not required for items requisitioned from established Federal supply sources.

1. The procurement originator checks off which item(s) apply to the procurement request, and signs and dates the bottom of the form.
2. The completed form becomes part of the contracting office contract file.

Procurement Request No. _____

The Statement of Work/Specifications covering this procurement request is subject to _____ AFB's Affirmative Procurement Program for Recovered Materials. The items being procured are:

- | | |
|--|--|
| _____ Paper and Paper Products | _____ Transportation Products
(Traffic Barricades or Traffic Cones) |
| _____ Lubricating Oils Containing
Re-Refined Oil | _____ Landscaping Products
(Hydraulic Mulch or Compost) |
| _____ Retread Tires | _____ Office Recycling Containers or
Office Waste Receptacles |
| _____ Reclaimed Engine Coolants | _____ Plastic Desktop Accessories |
| _____ Building Insulation | _____ Remanufactured or Recycled
Toner Cartridges for Laser Printers,
Photocopiers, Facsimile Machines,
or Micrographic Printers |
| _____ Structural Fiberboard | _____ Binders |
| _____ Laminated Paperboard | _____ Plastic Trash Bags |
| _____ Cement and Concrete Containing
Fly Ash or Ground Granulated
Blast Furnace Slag | _____ Other Recycled-Content Items Not in
EPA Guidelines, but Included in _____
AFB's Affirmative Procurement Plan
(Describe item on reverse of form) |
| _____ Carpet | |
| _____ Floor Tiles | |
| _____ Patio Blocks | |

I hereby certify the Statement of Work/Specifications for the requisition of materials/services listed above complies with applicable _____ AFB preference standards for recycled/recovered materials.

Procurement Originator's Signature

Date

SAMPLE POLICY/EDUCATION LETTER TO IMPAC CARD HOLDERS

MEMORANDUM FOR _____

FROM: __ CES/CEV

SUBJECT: Affirmative Procurement and IMPAC Card Use, Policy Letter

1. Affirmative Procurement is the purchasing of supplies and services using recycled products (i.e., buying green products). The requirement stems from Executive Order 12873, Federal Acquisition, Recycling, and Waste Prevention. _____ AFB has established an Affirmative Procurement Plan and needs your help in complying with the Executive Order and the plan, especially when you use the IMPAC card.

2. Many products you buy now from the Base Automated Service Store (BASS) have already been identified as recycled by markings at each bin. General Services Administration (GSA) has gone to great lengths to market those products that have recycled material in them. Look in your most recent GSA catalog or any other office product catalog and you will see Affirmative Procurement in action.

3. We seek your partnership when buying products listed on the attachment. We are required to follow EPA recycled-content requirements for these particular products. If you cannot, then it should be because the product:

- Is not available within a reasonable period of time, or
- Is not available from a sufficient number of sources to maintain a satisfactory level of competition, or
- Does not meet appropriate performance standards, or
- Is only available at an unreasonable price (it is more expensive than a similar non-recycled content item).
- Additionally, you are not required to procure an item if it can be shown the item may expose employees to an undue hazard.

You will need written documentation, signed by your squadron commander, explaining why you were not able to “buy green” when purchasing these EPA-designated items.

4. This is a joint __ CES/CEV (Mr/Ms _____, phone #) , __ SUPS/LGSM (Mr/Ms _____, phone #) and __ CONS/LGCV (Mr/Ms _____, phone #) letter. Refer any comments or questions to these people.

(Signature)

Atch
Affirmative Procurement Program Item List

PRINTING AND WRITING PAPERS		
PRODUCT	MINIMUM RECOVERED MATERIAL CONTENT (%)	MINIMUM POST-CONSUMER CONTENT (%)
Cotton fiber	20	20
Text and cover	20	20
Papeteries (Invitations & greeting cards)	20	20
Offset	20	20
Reprographic	20	20
Forms bond	20	20
Tablet	20	20
Envelope, wove	20	20
Envelope, Kraft, white/colored/manila	10-20	10-20
Envelope, Kraft, unbleached	10	10
Supercalendered	10	10
Machine finished groundwood	10	10
Check safety	10	10
Coated	10	10
Carbonless	20	20
File folders, manila or kraft	20	20
Dyed filing products	20-50	20
Index and card stock	50	20
Pressboard	50	20
Tags and tickets	20-50	20
Newsprint	20-100	20-85
Bathroom tissue	20-100	20-60
Paper towels	40-100	40-60
Paper napkins	30-100	30-60
Facial tissue	10-100	10-15
General-purpose industrial wipers	40-100	40
Corrugated containers <300 psi	25-50	25-50
Corrugated containers 300 psi	25-30	25-30
Solid fiber boxes	40	40
Folding cartons	100	40-80
Industrial paperboard (tubes, cores, cans, drums)	100	45-100
Misc. (Pad backings, book covers, covered binders, mailing tubes)	90-100	75-100
Padded mailers	5-15	5-15
Carrierboard (Folding beverage carton)	10-100	10-15
Brown papers	5-40	5-20
Tray liners	100	50-75
VEHICULAR PRODUCTS		
Re-Refined Lubricating oils, hydraulic fluids, gear oils	25% or more re-refined oil base stock	
Retread Tires (excluding airplane tires)	Purchase retread tires or tire retreading services to the maximum extent feasible	
Engine Coolants	Reclaim engine coolants on site or contract for offsite reclamation services. Request reclaimed engine coolant when vehicles are commercially serviced or buy recycled coolant when making direct purchases.	

BUILDING INSULATION MATERIALS		
INSULATION MATERIAL		RECOVERED MATERIAL, %REQUIRED
Rock wool		Slag, 75%
Fiberglass		Glass cullet, 20-25%
Cellulose loose fill and spray-on		Postconsumer paper, 75%
Perlite composition board		Postconsumer paper, 23%
Plastic rigid foam - Polyisocyanurate/polyurethane: rigid foam		Recovered material, 9%
Foam-in place		Recovered material, 5%
Glass fiber reinforced		Recovered material, 6%
Phenolic rigid foam		Recovered material, 5%
STRUCTURAL FIBERBOARD AND LAMINATED PAPERBOARD		
PRODUCT	POSTCONSUMER RECOVERED PAPER (%)	TOTAL RECOVERED MATERIALS CONTENT (%)
Structural fiberboards	---	80-100%
Laminated paperboards	100%	100%
CEMENT AND CONCRETE		
Contact Affirmative Procurement Coordinator for Details/Guidance		
CARPET		
Polyester Carpet Face Fiber (contains PET resin)	Excludes polyester carpet for use in heavy or severe wear applications	25-100% postconsumer materials
FLOOR TILES AND PATIO BLOCKS		
Patio Blocks	Rubber or rubber blends	90-100% postconsumer materials
Patio Blocks	Plastic or plastic blends	90-100% total recovered materials
Floor Tiles (heavy duty/commercial use)	Rubber	90-100% postconsumer materials
Floor Tiles (heavy duty/commercial use)	Plastic	90-100% total recovered materials
TRAFFIC PRODUCTS		
Traffic cones	Recycled materials include PVC, LDPE, crumb rubber	50-100% total recovered materials
Traffic Barricades (Type I and II only)	Recycled materials include HDPE, LDPE, PET, steel, fiberglass	80-100% postconsumer materials 100% total recovered materials
PARK AND RECREATION PRODUCTS		
Playground Surfaces	Including rubber or plastic	90-100% postconsumer materials
Running Tracks	Including rubber or plastic	90-100% postconsumer materials
LANDSCAPING PRODUCTS		
Paper-based hydraulic mulch	Postconsumer paper, 100%	
Wood-based hydraulic mulch	Recovered wood and/or paper, 100%	
Compost	Purchase or use compost made from yard trimmings, leaves, grass clippings	
NON-PAPER OFFICE PRODUCTS		
Office recycling containers and waste receptacles	Plastic: 20-100% postconsumer recovered materials Steel: 25-100% total recovered materials	
Plastic desktop accessories	25-80% recovered postconsumer polystyrene	
Plastic-covered binders	Plastic covering: 25-50% recovered plastic	
Chipboard, paperboard, or pressboard binders or binder components	Refer to the paper products recommendations	
Plastic trash bags	10-100% plastic postconsumer recovered materials	
Toner cartridges	Obtain recycling contract for used cartridges, or buy new cartridges made with recovered materials	

SAMPLE LETTER ANNOUNCING CHANGE IN SUPPLY PROCEDURES

MEMORANDUM FOR _____

(Date)

FROM: ____ AW/LGS

SUBJECT: Recycled Products

1. The Air Force requires the use of products containing recycled materials when available. Therefore, effective _____, supply will no longer stock original (new) material items in warehouses, including the Base Automated Service Store. All bonafide requirements for the original materials will be submitted as non-recurring to prevent the establishment of levels and stocking.
2. Customers are responsible for ordering and using recycled products except when those products do not meet minimum quality standards for the intended use. When original material procurement is required, customers must include a letter of standards for the intended use. Additionally, a letter of justification must accompany the request for original materials specifying the technical and/or mission requirements which preclude the use of recycled materials.
3. All items presently in stock will continue to be issued until stocks are exhausted. We are in the process of identifying substitute recycled products to stock. The process of phasing out the old and bringing in the new may take a while and there may be a few glitches along the way. We ask that you bear with us and hopefully everything will work out to your satisfaction.
4. If you have any problems during or after the transition period, please call one of my POCs: _____, LGSMR, Ext _____ or _____, LGSM, Ext _____.

_____, Lt Col, USAF
Chief of Supply

APPENDIX D LIST OF INFORMATION SOURCES

(1) EPA Hotline and Online Assistance

EPA's RCRA/Superfund Hotline can be reached by dialing (800) 424-9346. This is a publicly accessible service that provides up-to-date information on several EPA programs. The Hotline responds to factual questions on RCRA, including Section 6002 under which affirmative procurement is implemented. The Hotline also distributes publications, including a number of "Price and Availability Lists" that contain names, addresses, and phone numbers of manufacturers of EPA-designated items that are made with recycled content. EPA's "1996 Buy-Recycled Series" fact sheets also provide useful summaries of CPG and RMAN information.

EPA operates electronic bulletin board and World Wide Web sites as well. As noted in Appendix A, technical support documents are included on EPA's Public Access Server. EPA's web resources currently include:

- Comprehensive Procurement Guidelines and Recovered Materials Advisory Notices
- 1996 Buy Recycled Series factsheets: Paper Products, Vehicular Products, Construction Products, Non Paper Office Products, Park Products, Transportation Products
- Lists of Manufacturers and Suppliers for Construction Products, Landscaping Products, Non-Paper Office Products, Park and Recreation Products, Transportation Products, and Vehicular Products Containing Recovered Materials

The EPA servers are available through the following routes:

World Wide Web: <http://www.epa.gov/epaoswer/non-hw/procure.htm>

Modem: (919) 558-0335

ftp: [ftp.epa.gov](ftp://ftp.epa.gov)

Gopher: [gopher.epa.gov](gopher://gopher.epa.gov)

(2) Air Force Center for Environmental Excellence (AFCEE) and PRO-ACT

In 1992, AFCEE established PRO-ACT, an AF environmental information clearinghouse. PRO-ACT is designed to help AF personnel meet pollution prevention goals. Included in its services is assistance in the areas of:

- Determining substitutes for environmentally unacceptable products.
- Locating sources for products made with recovered and recycled materials

- Crossfeed from other bases about successful affirmative procurement and recycling programs. For example, a copy of the McChord AFB Affirmative Procurement Program Plan is available from PRO-ACT.

PRO-ACT is staffed from 7:00 a.m. to 6:00 p.m. Central Time. Their assistance can be obtained by dialing (800) 233-HELO or (210) 536-4214. Air Force personnel may ask an unlimited number of questions and receive up to 40 hours of free research for each question.

PRO-ACT information is also available on the Web at the following address:
http://www.afcee.brooks.af.mil/pro_act/main/proact4.htm

You may also visit the AFCEE home page at <http://www.afcee.brooks.af.mil>. The Environmental Quality Directorate posts a variety of information, including an electronic version of this Guide for downloading.

(3) Federal Trade Commission

For questions or concerns about environmental advertising claims, or for a copy of the Federal Register notice "Guides for the Use of Environmental Marketing Claims," contact:

Correspondence Branch
 Federal Trade Commission
 Washington, D.C. 20580
 (202) 326-2222

(4) National Recycling Coalition's "Buy Recycled Business Alliance"

The BRBA is a joint effort of American business leaders and the NRC to encourage the use of recycled-content products. They offer a buy-recycled manual designed for business purchasers.

Buy Recycled Business Alliance
 National Recycling Coalition
 1101 30th Street, N.W.
 Suite 305
 Washington, DC 20007
 (202) 625-6406

(5) Defense Logistics Agency, Defense Supply Center Richmond (DSCR)

DSCR purchases should be made through MILSTRIP or FEDSTRIP. DSCR is also on the Internet: at <http://www/dscr/dla.mil>. As an alternative, contact DSCR Customer Service by telephone at (800) 352-2852 or (800) 345-6333 or by fax at (800) 352-3291. These numbers can also be used to request two DLA publications:

- The Environmentally Preferred Products Catalog provides product descriptions and ordering information for several hundred environmentally preferred products available from DLA.
- The Hazardous Technical Information Services (HTIS) bulletin contains a variety of articles designed to keep DoD personnel informed of technical and regulatory developments on the environmentally safe management of hazardous materials and wastes. This bulletin can also be requested directly from HTIS at (800) 848-4847, DSN 695-5168 or (804) 279-5168.

(6) General Services Administration Federal Supply Service

Recycled paper and paper products, building insulation, recycled toner cartridges, and other environmentally preferable products are available through GSA's Federal Supply Service. GSA produces several publications to assist customers in identifying and requisitioning products:

GSA Publications

Publication	Description
GSA Supply Catalog	Contains information on several thousand products available through the Federal Supply Service, including recycled and environmentally preferable products
Environmental Products Guide	A separate listing of hundreds of recycled and environmentally preferable products. All EPA Guideline Items found in this catalog meet or exceed the recycled content requirements in the EPA RMANs.
Customer Assistance Guide	A detailed introduction to the Federal Supply Service. Also contains complete listings of regional Customer Service Directors, Customer Supply Centers, and Commodity Centers
Marketips	A bimonthly bulletin that frequently contains information about new environmentally preferable items being introduced

These publications can be obtained from:

General Services Administration Centralized Mailing List Service
P.O. Box 6477, Fort Worth, TX 76115
Mailing List Code RCPG-0001
Phone: (817) 334-5215, Fax: (817) 334-5227
Internet: Ken.Cowan@GSA.GOV

Some publications are also available on GSA's Web page at <http://www.gsa.gov>.

GSA Commodity Centers include:

- Automotive: (703) 308-2277
- Office and Scientific Equipment: (703) 305-6626
- Furniture: (703) 305-6200
- General Products: (817) 978-4545
- Office Supplies and Paper Products: (212) 264-0479
- Tools and Appliances: (816) 926-6760
- Paints and Chemicals: (206) 931-7109
- Services Acquisition Center: (703) 305-6658

GSA's Recycling Program Coordinators can be reached at the following numbers:

- National Office: Richard Casazza, (202) 501-1116
- New England Region: Ed Cochran, (617) 565-7113
- NE & Caribbean Region: Horace Morancie, (212) 264-6801
- Mid-Atlantic Region: Steve Studt, (215) 656-5997
- Southeast Sunbelt Region: Sandy Jones, (404) 331-1841
- Great Lakes Region: Barbara Peyton, (312) 886-4560
- The Heartland Region: Bill Reger, (816) 823-2224
- Greater Southwest Region: Lisa Daniels, (817) 978-7297
- Rocky Mountain Region: Mike Casper, (303) 236-8014
- Pacific Rim Region: Steve Clark, (415) 522-3372
- Northwest Arctic Region: Pearl Eggerud, (206) 931-7740
- NCR: Stan Ismart, (202) 708-6948

A new computerized system, GSA Advantage! (<http://www.gsa.gov>) is currently available for use. An authorized user is one who has a GSA assigned account number (Activity Address Code) and password, OR is the holder of the Government Purchase Card (IMPAC card). To obtain more information on how to obtain a Government Purchase Card, call or write:

GSA Federal Supply Service
Services Acquisition Center - FCX
Washington, DC 20406
(703) 305-6658

Those who would like to apply for a GSA account may call or write:

GSA Federal Supply Service
Supply Management Division - FCSI
Washington, DC 20406
(703) 305-7977

(7) Government Printing Office

A variety of recycled printing and writing papers are available through GPO. Procurement originators should work through their field printing organizations to request that publications produced through GPO's Regional Printing and Procurement Offices be printed on recycled paper.

In addition, field printing organizations should consider GPO's Regional Printing and Procurement Offices as a source for obtaining recycled photocopier paper for their organizations.

GPO Regional Printing and Procurement Offices

Regional Office	Location	Phone Number
Atlanta (Book Store)	Atlanta, GA	(404) 347-1900
Boston	Boston, MA	(617) 720-3680
Columbus	Columbus, OH	(614) 469-6955
Dallas	Dallas, TX New Orleans Satellite Office Oklahoma City Satellite Office San Antonio Satellite Office	(214) 767-0451 (504) 589-2538 (405) 231-4146 (210) 924-4245
Denver	Denver, CO	(303) 236-5292
Hampton	Newport News, VA	(757) 873-2800
Los Angeles	Lakewood, CA San Diego Satellite Office	(562) 982-1130 (619) 497-6050
New York	New York, NY	(212) 620-3321
Philadelphia	Southampton, PA Pittsburgh Satellite Office	(215) 364-6465 (412) 644-2858
San Francisco	San Francisco, CA	(707) 748-1970
St. Louis	St. Louis, MO	(314) 241-0349
Seattle	Seattle, WA	(206) 764-3726

For copies of GPO paper solicitations and Joint Committee on Printing (JCP) paper specifications, contact:

Director, Material Management Services
Joint Committee on Printing
818 Hart Senate Office Building
Washington, D.C. 20501
(202) 224-5241

(8) Defense Reutilization and Marketing Service (DRMS)

DRMS has recently upgraded their electronic screening and ordering systems to facilitate reuse of excess government property. Although these products are not specifically targeted to EPA guideline items, property reuse of all types can save money and material resources and is therefore encouraged. DRMS encourages reutilization of certain hazardous materials including paints, varnishes, oils, adhesives, cleaning compounds, and pesticides. To acquire reusable materials or to offer excess property for reuse rather than disposal, contact your local DRMO.

The DRMS Web page offers:

- a searchable database of DoD excess and surplus property on inventory at all DRMOs worldwide;
- ordering through the DRMO on-line Interrogation Requirements Information System (IRIS) , including automated MILSTRIP ordering;
- a Recycling Control Point, which is a new concept for offering excess and surplus property for reuse within the government and for sale to buyers. It includes almost all of the FSC's such as electrical and electronic hardware, industrial parts and supplies, and aircraft parts.

Contact DRMS at 1-800-DRMS-RTD or visit them on the Web at <http://www.drms.dla.mil>.

(9) Manufacturers of Recycled Products/Trade Associations With Recycled Product Information

American Forest and Paper Association
"National Wood Recycling Directory"
(\$5 cost)
1111 19th St. NW, Suite 700
Washington DC 20036
(202) 463-2700

American Plastics Council
1275 K Street NW, Suite 400
Washington, D.C. 20036
(800) 243-5790

International Tire and Rubber
Association
P.O. Box 37203
Louisville, KY 40233
(502) 968-8900

Association of Foam Packaging
Recycling
1275 K Street NW, Suite 400
Washington, DC 20036
(800) 944-8448

Cellulose Insulation Manufacturers
Association (CIMA)
136 S. Keowee Street
Dayton, OH 45402
(Unlisted Phone Number)

Envelope Manufacturers Association
300 N Washington Street, Suite 500
Alexandria, VA 22314-2530
(703) 739-2200
Fax: (703) 739-2209

Foodservice and Packaging Institute
1901 N. Moore Street, Suite 918
Arlington, VA 22209
(703) 527-7505

Glass Packaging Institute
1627 K Street, NW, Suite 800
Washington, D.C. 20006
(202) 887-4850

Graphic Arts Technical Foundation
(GATF)
4615 Forbes Avenue
Pittsburgh, PA 15213-3796
(412) 741-6860

International Interior Design Assn (IIDA)
341 Merchandise Mart
Chicago, IL 60654
(312) 467-1950
Fax: (312) 467-0779

Institute of Scrap Recycling Industries
1324 G Street, NW, Suite 1000
Washington, D.C. 20005
(202) 737-1770

Miller-Freeman Publishing
525 Market Street
San Francisco, CA 94107
(415) 538-3822

National Paperbox and Packaging Assn.
801 N. Fairfax Street, Suite 211
Alexandria, VA 22314
(703) 684-2212
Fax: (703) 683-6920

National Soft Drink Assn. Solid Waste
Management, Environmental Affairs Div.
1101 16th Street, NW
Washington, D.C. 20036
(202) 463-6700
Fax: (202) 463-8178

National Tire Dealers and Retreaders
Association
1250 Eye Street, NW, Suite 400
Washington, D.C. 20005
(202) 789-2300

Newspaper Association of America
1921 Gollows, Suite 600
Vena, VA 22082
(703) 902-1600

North American Insulation
Manufacturers Association (NAIMA)
44 Canal Center Plaza, Suite 310
Alexandria, VA 22314
(703) 684-0084

Paperboard Packaging Council
888 17th Street NW, Suite 900
Washington, D.C. 20006
(202) 289-4100
Fax: (202) 289-4243

Polysiocyanurate Insulation
Manufacturers Association (PIMA)
1001 Pennsylvania Ave. NW, 5 North
Washington, D.C. 20004
(202) 624-2709

Scrap Tire Management Council
1400 K Street NW, Suite 900
Washington, D.C. 20005
(202) 408-7783

Steel Recycling Institute
Foster Plaza 10
680 Anderson Drive
Pittsburgh, PA 15220-2700
(412) 922-2772
Fax: (412) 922-3213

Technical Association of the Pulp and
Paper Industry (TAPPI)
P.O. Box 105113
Atlanta, GA 30348-5113
(800) 332-8686

(10) State Sources

Alabama

Department of Environmental
Management Land Division
1751 Congressman William Dickinson
Drive
Montgomery, AL 36109
(334) 271-7700
Fax: (334) 271-7950

Alaska

Environmental Health Division
Department of Environmental
Conservation
410 Willoughby Avenue
Suite 105
Juneau, AK 99801
(907) 465-5350
Fax: (907) 465-5362
Mary Ann Henriques, Procurement
Specialist (907) 465-5037
Fax: (907) 465-5099

Arizona

Waste Programs Division
Department of Environmental Quality
3033 North Central Avenue
Phoenix, AZ 85012
(602) 207-4121
Fax: (602) 207-4467

Arkansas

Hazardous Waste Division
Department of Pollution Control &
Ecology
P.O. Box 8913
Little Rock, AR 72219
(501) 682-0744

California

Integrated Waste Management Board
8800 Cal Center Drive
Sacramento, CA 95826
(916) 255-2182
Fax: (916) 255-2228

Colorado

Office of Energy Conservation
1675 Broadway, Suite 1300
Denver, CO 80202-4613
(303) 620-4292
Fax: (303) 620-4288

Connecticut

Waste Management Bureau
Department of Environmental Protection
79 Elm Street, 4th Floor
Hartford, CT 06106-1632
(860) 424-3372
Fax: (860) 424-4059

Delaware

Solid Waste Division
Department of Natural Resources and
Environmental Control
89 Kings Highway - P.O. Box 1401
Dover, DE 19903
(302) 739-3820
Fax: (302) 739-5060

District of Columbia

Office of Recycling
65 K Street, NE
Washington, D.C. 20002
(202) 727-5887
Fax: (202) 737-3768

Florida

Solid Waste Section
Department of Environmental Protection
Twin Towers Office Building
2600 Blair Stone Road
Tallahassee, FL 32399
(904) 922-6104
Fax: (904) 921-8018

Georgia

Environmental Protection Division,
Land Protection Branch
Department of Natural Resources
4244 International Parkway, Suite 104
Atlanta, GA 30354
(404) 362-2692
Fax: (404) 362-2693 (Department of
Solid Waste - will be forwarded to
Recycling)

Hawaii

Solid Waste Management Coordinator
Department of Health
919 Ala Moana Boulevard, Room 210
Honolulu, HI 96814
(808) 586-4240
Fax: (808) 586-7509

Idaho

Permits and Enforcement
Division of Environmental Quality
1410 North Hilton
Boise, ID 83706
(208) 373-0298
Fax: (208) 373-0417

Illinois

Solid Waste Management Section
Environmental Protection Agency
1001 N. Road Avenue
P.O. Box 19276
Springfield, IL 62702
(217) 785-8604
Fax: (217) 524-1991

Indiana

Office of Solid and Hazardous Waste
Department of Environmental
Management
Indiana Government Center North
100 N. Senate Avenue, Room 1154
P.O. Box 6015
Indianapolis, IN 46206-6015
(317) 232-8603
Fax: (317) 232-3403

Iowa

Environmental Protection Agency
Department of Natural Resources
Wallace State Office Building
502 E. Ninth
Des Moines, IA 50319
(515) 281-8941
Fax: (515) 281-8895

Kansas

Bureau of Waste Management
Department of Health and Environment
Forbes Field, Building 740
Topeka, KS 66620
(913) 296-1600
Fax: (913) 296-1592

Kentucky

Division of Waste Management
Department of Environmental Protection
Fort Boone Plaza
14 Reilly Road
Frankfort, KY 40601
(502) 564-6716
Fax: (502) 564-4049

Louisiana

Department of Environmental Quality
Recycling Division
P.O. Box 82178
Baton Rouge, LA 70884
(504) 765-0249
Fax: (504) 765-0299

Maine

Bureau of Hazardous Materials and
Solid Waste Control
Department of Environmental Protection
State House Station 17
Augusta, ME 04333
(207) 287-2651
Fax: (207) 287-7826

Maryland

Waste Management Administration
Department of the Environment
2500 Broening Highway
Baltimore, MD 21224
(410) 631-3315
Fax: (410) 631-3321

Massachusetts

Division of Solid Waste
Department of Environmental Protection
One Winter Street, 4th Floor
Boston, MA 02108
(617) 292-5960
Fax: (617) 556-1049

Michigan

Waste Management Division
Department of Environmental Quality
P.O. Box 30241
Lansing, MI 48909
(517) 373-2730
Fax: (517) 373-4797

Minnesota

Environmental Assistance
520 Lafayette Road N, 2nd Floor
St. Paul, MN 55155-4100
(612) 296-3417
Fax: (612) 215-0246

Mississippi

Nonhazardous Waste Branch
Department of Environmental Quality
P.O. Box 10385
Jackson, MS 39289
(601) 961-5047
Fax: (601) 354-6612

Missouri

Solid Waste Management Program
Department of Natural Resources
P.O. Box 176
Jefferson City, MO 65102-0176
(573) 751-5401
Fax: (573) 526-3902

Montana

Department of Environmental Quality
2209 Phoenix Avenue
P.O. Box 200901
Helena, MT 59620-0901
(406) 444-1430
Fax: (406) 444-1499

Nebraska

Litter Reduction and Recycling
Programs
Department of Environmental Quality
1200 N. Street, Suite 400
P.O. Box 98922
Lincoln, NE 68509
(402) 471-2186
Fax: (402) 471-2909

Nevada

Division of Environmental Protection
333 West Nye Lane
Carson City, NV 89706
(702) 687-5872
Fax: (702) 687-5856

New Hampshire

Waste Management Division
Department of Environmental Services
6 Hazen Drive
Concord, NH 03301
(603) 271-3505
Fax: (603) 271-2456

New Jersey

Dept. of Environmental Protection
Division of Solid and Hazardous Waste
401 E. State Street (CN 414)
Trenton, NJ 08625
(609) 984-3438
Fax: (609) 777-0769

New Mexico

Environmental Department
Solid Waste Bureau
P.O. Box 26110
Santa Fe, NM 87502
(505) 827-2883
Fax: (505) 827-2902

New York

Department of Environmental
Conservation, Region 4
Division of Solid and Hazardous
Material
150 N. Westcott Road
Schenectady, NY 12306
(518) 357-2045
Fax: (518) 357-2398

North Carolina

Solid Waste Section
Department of Environmental Health
and Natural Resources
401 Oberlin Road
Raleigh, NC 27605
(919) 733-0692
Fax: (919) 733-4810

North Dakota

Department of Health,
Division of Waste Management,
Solid Waste Program
1200 Missouri Avenue
Bismarck, ND 58506-5520
(701) 328-5166
Fax: (701) 328-5200

Ohio

Solid Waste Division,
Division of Solid and Infectious Waste
Management
Ohio Environmental Protection Agency
2305 West Brook Drive, Building C
P.O. Box 1049
Columbus, OH 43216-1049
(614) 644-2621
Fax: (614) 728-5315

Oklahoma

Solid Waste Division
Department of Environmental Quality
1000 N.E. 10th Street
Oklahoma City, OK 73117-1212
(405) 745-7100
Fax: (405) 745-7133

Oregon

Waste Management & Cleanup Division
Department of Environmental Quality
Executive Building
811 S.W. Sixth Avenue
Portland, OR 97204
(503) 229-5913
Fax: (503) 229-6977

Pennsylvania

Bureau of Land Recycling and Waste
Management
Division of Hazardous Waste
Management
P.O. Box 8471
Harrisburg PA 17105-8471
(717) 787-6239
Fax: (717) 787-0884

Rhode Island

Division of Waste Management
Department of Environmental
Management
291 Promenade Street
Providence, RI 02908
(401) 277-2797
Fax: (401) 277-2017

South Carolina

Bureau of Land and Waste
Management
Department of Health and
Environmental Control
2600 Bull Street
Columbia, SC 29201
(803) 896-4000
Fax: (803) 896-4002

South Dakota

Office of Waste Management
Dept. of Environmental and Natural
Resources
523 East Capitol
Pierre, SD 57501
(605) 773-4222
Fax: (605) 773-6035

Tennessee

Division of Solid Waste Management
Dept. of Environment and Conservation
401 Church Street
L & C Tower, 5th Floor
Nashville, TN 37243-1535
(615) 532-0780
Fax: (615) 532-0886

Texas

Division of Solid Waste Management
Texas Natural Resource Conservation
Commission
P.O. Box 13087
Austin, TX 78711-3087
(512) 239-1000

Utah

Division of Solid and Hazardous Waste
Department of Environmental Quality
P. O. Box 144880
288 North 1460 West
Salt Lake City, UT 84114-4880
(801) 538-6170
Fax: (801) 538-6715

Vermont

Water Quality,
Department of Environmental
Conservation
103 South Maine Street - 10N
Waterbury, VT 05671-0408
(802) 241-3777
Fax: (802) 241-3287

Virginia

Division of Litter Control and Recycling
Department of Environmental Quality
Sixth Floor
629 E. Main Street
Richmond, VA 23219
(804) 698-4000
Fax: (804) 698-4319

Washington

Solid and Hazardous Waste Program
Department of Ecology
P.O. Box 47600
Olympia, WA 98504-7600
(360) 407-6000
Fax: (360) 407-6102

West Virginia

Conservation, Education, and Litter
Control,
Division of Natural Resources
Capitol Complex
Building 3, Room 732
1900 Kanawha Boulevard, East
Charleston, WV 25305
(304) 558-3370
Fax: (304) 558-2768

Wisconsin

Bureau of Solid and Hazardous Waste
Management
Department of Natural Resources
P.O. Box 7921
Madison, WI 53707
(608) 267-6851
Fax: (608) 267-2768

Wyoming

Solid Waste Program
Department of Environmental Quality
Herschler Building, 4th Floor West
122 W. 25th Street
Cheyenne, WY 82002
(307) 777-7781
Fax: (307) 777-5973

(11) Other Sources

Environmental Resource Guide

You may contact the American Institute of Architects to order a copy of the Environmental Resource Guide. The guide is a quarterly publication that provides architects with resources they need to become more sensitive to environmental concerns. Their address and phone number are:

American Institute of Architects
1735 New York Avenue, NW
Washington, D.C. 20006
(202) 626-7300

McRecycle USA Database Listing

Contact McDonald's Corporation to receive a free copy of the McRecycle USA Database Listing. This database lists those manufacturers and distributors of recycled products that are product registrants in McDonald's McRecycle USA program. The product listing follows Construction Standards Institute (CSI) format and includes items in Divisions 1 through 24. The product name, type and percentage of recycled material, manufacturer's name and contact information are included in the database.

McRecycle USA Registry Services
McDonald's Corporation
Kroc Drive
Oak Brook, IL 60521
Phone: (800) 220-3809
Fax: (630) 623-3057

Official Recycled Products Guide

Contact Recycling Data Management to purchase the Official Recycled Products Guide. This is a comprehensive directory of recycled product manufacturers and vendors including over 3500 listings in multiple categories. There are several subscription options including a monthly newsletter and an online data service.

Recycling Data Management
P.O. Box 577
Ogdensburg, NY 13669
(800) 267-0707

Sustainable Design and Construction Database

Version 2 of the Sustainable Design and Construction Database has approximately 1300 product listings from over 550 manufacturers, listings of over 7000 recyclers of construction debris nationwide, and expanded listings of books, periodicals, organizations, and on-line (Internet) sources of information.

Contact the National Park Service to obtain a disk copy of this database. The disks are available at no charge while current supplies last; after that a minimal fee may be charged for disk copying and mailing costs.

National Park Service, Technical Information Center
P.O. Box 25287
Denver, CO 80225-0287
Jody Morrison (303) 969-2132
Fax: (303) 969-5406

The database may also be downloaded from the World Wide Web at the following address:

<http://www.nps.gov/dsc/dsgncnstr/>

Hardware requirements for Release 2.0 include: 386SX computer or better; Windows version 3.1 or later, with mouse; 8 MB of memory recommended, 4 MB minimum; 5 MB of free hard disk space; EGA or higher resolution monitor, VGA recommended; printer with graphics capabilities.

Recycled Products Information Clearinghouse

Manufacturers of recycled products are listed in CERMA publications. Other information includes EPA guidelines for purchasing recycled-content products; assistance in establishing buy-recycled programs; and information on definitions, standards and product performance. CERMA is also developing a recycled product specification/performance information library.

CERMA
5528 Hempstead Way
Springfield, VA 22151
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APPENDIX E

GLOSSARY

Acquisition - acquiring by contract, using appropriated funds, supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, contract award and financing details, contract performance and administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. [Executive Order 12873]

Affirmative Procurement Program - a program assuring Guideline items composed of recovered materials will be purchased to the maximum extent practicable, consistent with Federal law and procurement regulations. [RCRA, Section 6002]

Case-by-Case Procurement - Specification of different (usually lower) minimum content standards for specific singular procurement actions when a procuring agency is unable to acquire an item which complies with RCRA or DoD federal procurement requirements. Content standards may be changed if the agency determines it consistently can not procure the designated item using the standards previously established.

Certification - provided by offerors/bidders/vendors, it is written documentation certifying the percentage of recovered materials contained in products or to be used in the performance of the contract is at least the amount required by applicable specifications or other contractual requirements. Certification on multi-component or multi-material products should verify the percentage of postconsumer waste and recycled material contained in the major constituents of the product. [EPA Guidelines]

Cost-Effective Procurement Preference Program - a procurement program favoring more environmentally-sound or energy-efficient products and services than other competing products and services, where price and other factors are equal. [OFPP Policy Letter 92-4]

Designated Item - an available EPA Guideline Item or category of items, made with recovered material, advancing the purpose of RCRA when purchased. [RCRA, 42 U.S.C. 6962]

Environmentally Preferable - products or services having a lesser or reduced effect on human health and the environment when compared with competing products or services, serving the same purpose. This comparison may consider raw materials

acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or product or service disposal. [Executive Order 12873]

Environmentally-Sound - a product or service less damaging to the environment when used, maintained, and disposed of in comparison to a competing product or service. [OFPP Policy Letter 92-4]

Estimation - quantitative determination made by vendors of the total percentage of recovered material contained in offered products. Estimations should be based on historical or actual percentages of recovered materials in products sold in substantial quantities to the general public or on some other factual basis. EPA recommends procuring agencies maintain records of these documents for three years by product type, quantity purchased, and price paid. [EPA Guidelines]

Executive Agency or Agency - an Executive agency as defined in 5 U.S.C 105. For the purpose of this order, military departments, as defined in 5 U.S.C. 102, are covered under the auspices of the Department of Defense. [Executive Order 12873]

Federal Supply Source - any supply source managed by a Federal agency such as the General Services Administration, Government Printing Office, or Defense General Supply Center.

Fly ash - Coal fly ash is a byproduct of coal burning at electric utility plants. It is called “fly ash” because it is transported from the combustion chamber by exhaust gases. [EPA factsheet]

Ground granulated blast furnace slag (GGBF) - Blast furnace slag is a byproduct of iron blast furnaces. The slag is ground into granules finer than portland cement and may be used as an ingredient in concrete. [EPA factsheet]

Installation - In the Air Force, a self-supporting center of operations for actions of importance to Air Force combat, combat support, or training. It is operated by an active, reserve, or guard unit of group size or larger with all land, facilities and organic support needed to accomplish the unit mission. It must have real property accountability through ownership, lease, permit, or other written agreement. Agreements with foreign governments which give the Air Force jurisdiction over real property meet this requirement. The term “installation” includes Air Force bases, Field Operating Agencies, Air Force Reserve bases, and Air National Guard bases.

Laminated paperboard - These boards are made from one or more plies of paper bonded together and may be used for decorative, structural, or insulating purposes. [EPA factsheet]

Life-Cycle Analysis - the comprehensive examination of a product's environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal. [Executive Order 12873]

Life-Cycle Cost - the amortized annual cost of a product, including costs associated with capital, installation, operations, maintenance, and disposal, discounted over the lifetime of the product. [Executive Order 12873]

Mill broke - Scrap generated in a paper mill prior to the completion of the papermaking process. EPA recommends that you allow mills to count the recycled-content portion of mill broke. You should not count the nonrecycled-content portion, however. [EPA factsheet]

Minimum Content Standard - the minimum recovered material content specifications set to assure the recovered material content required is the maximum available without jeopardizing the intended item end use or violating the limitations of the minimum content standards set forth by EPA's guidelines. [RCRA, 42 U.S.C. 6962]

Performance Specification - a specification stating the desired product operation or function but not specifying its construction materials. [EPA Guidelines]

Postconsumer Material - a material or finished product whose life as a consumer item has concluded, after having served its intended use and being discarded for disposal or recovery. "Postconsumer material" is a part of the broader category of "recovered materials". [Executive Order 12873] For paper, "postconsumer fiber" is the paper recovered in our homes and offices, and does not include newsstand returns and printers' overruns. [EPA factsheet]

Postconsumer Waste - a material or product, discarded for disposal after passing through the hands of a final user, having served its intended purpose. Postconsumer waste is part of the broader category "recycled material." [OFPP Policy Letter 92-4 and 40 CFR 247.101(e)]

Practicable - capable of performing in accordance with applicable specifications, available at a reasonable price and within a reasonable period of time, and while a satisfactory level of competition with other products is being maintained. [EPA Guidelines]

Preconsumer Materials - materials generated by manufacturers and product converters, such as trimmings, damaged or obsolete products, and overruns. Preconsumer materials, along with postconsumer materials, are part of the broader category of "recovered materials." [National Recycling Coalition]

Preference - when two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will **favor** the more environmentally-sound or energy-efficient product. [OFPP Policy Letter 92-4]

Preference Standard - the highest practicable minimum content standards for products. When minimum content is impractical to calculate, preference is for the presence of a recovered material or an environmentally-preferable trait (i.e., retread tires).

Procurement Guidelines - regulations issued by EPA pursuant to Section 6002 of RCRA: (1) identifying items produced (or that can be produced) with recovered materials and where procurement of such items will advance the objectives of RCRA; and (2) providing recommended practices for the procurement of such items. [RCRA, 42 U.S.C. 6962]

Procuring Agency - any Federal or state agency, or agency of a state's political subdivision using appropriated Federal funds for such procurement, or any person contracting with any such agency with respect to work performed under such contract. [EPA Guidelines]

RCRA - Resource Conservation and Recovery Act, 42 U.S.C. 6901, et. seq., as amended

Recovered fiber -

- Includes scrap generated at mills after the end of the papermaking process; converting and printing scrap; newsstand returns and printers' overruns; obsolete inventory of mills, printers and others; damaged stock; and postconsumer fiber.
- Is not waste. EPA replaced the term "waste paper" in their 1988 guidelines with "recovered fiber."
- Must be repulped. Paper cannot simply be re-cut or repackaged to count as recovered-content paper.
- Does not include forest residues such as sawdust and wood chips from forestry operations. [EPA factsheet]

Recovered Material - waste materials and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process. [Executive Order 12873 and 42 U.S.C. 6903 (19)] Recovered materials is a broad term which covers both pre- and post-consumer materials. [National Recycling Coalition]

Recyclability - the degree to which a product or material may be recovered or otherwise diverted from the solid waste stream for the purpose of recycling. [Executive Order 12873]

Recycled Material - a material utilized in place of raw or virgin material in product manufacturing consisting of materials derived from postconsumer waste, industrial scrap, material derived from agricultural wastes, and other items, all of which can be used in new product manufacture. [EPA Guidelines and OFPP Policy Letter 92-4]

Recycling - the series of activities, including collection, separation, and processing, by which materials are recovered from the solid waste stream for use as raw materials in the manufacture of new products (other than fuel for producing heat or power by combustion). [Executive Order 12873]

Rock wool - This composition of fibers manufactured from slag or natural rock is used in building insulation. [EPA factsheet]

Solid Waste - garbage, refuse, sludges, and other discarded materials, including those from industrial, commercial, and agricultural operations, and from community activities. This **excludes** solids or dissolved materials in domestic sewage or other significant pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents, dissolved materials in irrigation return flow, etc. [EPA Guidelines]

Specification - a clear and accurate description of the technical requirements for materials, products, or services including the minimum requirement for materials' quality and construction and any equipment necessary for an acceptable product. In general, specifications are in the form of written descriptions, drawings, prints, commercial designations, industry standards, and other descriptive references. [EPA Guidelines]

Structural fiberboard - This is a panel made from wood, cane, or paper fibers matted together and used for sheathing, structural, or insulating purposes. [EPA factsheet]

Unreasonable Price - If the cost of the recycled-content product exceeds the cost of a non-recycled item then it is considered unreasonable.

Verification - procedures used by procuring agencies to confirm both vendor estimates and certifications of the percentages of recovered material contained in the products supplied to them or to be used in the performance of a contract. [EPA Guidelines]

Virgin Material - a mined or harvested raw material to be used in manufacturing. [EPA Guidelines]

Waste Prevention - (also known as "source reduction") any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their toxicity before they become municipal solid waste. Waste prevention also refers to the reuse of products or materials. [Executive Order 12873]

Waste Reduction - preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. [Executive Order 12873]